Jury Management

Text Notification Registration

Quick Reference Guide

Administrative Office of the Courts 1001 Vandalay Drive Frankfort, KY 40601 (502) 573-2350



Legend	I: Look for Helpful Hints		Bold Text = Action Bracketed Text<> = button d	or link
	Click=Select w/ Mouse	or T	ouch Pad Italicized Text = Object of Action Single Quotes = Description	
Step	Objective	Act	ion	
1	Access the Jury Service Website	1. 2.	Browse to https://kycourts.gov/. Click <jury service="">, on the right.</jury>	
			Legal Forms eFiling Court Data/Analytics	
		3.	Click <juror information="">, on the left. Jury Service You, The Jury Handbook Responding to a summons Jury Service Day 1 Serving on Jury When you serve on a jury, you make decisions that can change lives. We want to provide information that can help prepare you for your jury service.</juror>	
		4.	Select the desired county from the <i>Select a County</i> dropdown menu. If text notification is available for that county, a <i>Juror Text Notification</i> section will a on the page.	appear
3	Register/Unregister Helpful Hint: Click the information bubble I in the registration box for help locating your Barcode ID #.	1. 2. 3. 4. 5. 6.	Review the information about the Juror Text Notification program. Enter your Last Name. Enter your Barcode ID #. Enter your Mobile Phone #. Enter your Mobile Phone # again. Click <continue>. Last Name* Barcode ID #* (**********************************</continue>	

For additional questions, please contact your local jury office at the phone number listed on your summons.

4	Confirm Registration <i>Helpful Hint:</i> It may take up to 2 hours to receive your welcome message.	1. 2.	Review your registration information. Click <register>.</register>				
			Confirm Registration				
			I, Mr./Ms. agree that I want to receive text notifications to for jury service in (County. Would you like to register to receive text notifications?				
			Register Cancel				
		3.	A 'Registration Complete' message will appear on screen. Click <ok>.</ok>				
			Registration Complete ×				
			You have registered for jury service alerts. You will receive a text to confirm enrollment shortly				
			ок				
5	Confirm Cancellation	1.	Review the on-screen message.				
	Helpful Hint: You may	Ζ.					
	register again at any time up until the completion of the jury service term.		Confirm Cancellation				
			You previously registered to receive jury text notifications. If you select 'Unregister', you will no longer receive jury text notifications. Would you like to unregister?				
			Unregister Cancel				
		3.	A 'Registration Cancelled' message will appear on screen. Click <ok>.</ok>				
			Registration Cancelled ×				
			You will no longer receive jury service alerts. You may reregister any time prior to completion of your jury service term.				
			ОК				
6	Invalid Information	1.	Review the on-screen message.				
-		2.	Click <ok>.</ok>				
			Invalid Information				
			Your login information is invalid. If you believe you have entered everything correctly, please call your local jury office at the number listed on your summons.				
			ок				
		3.	Verify the <i>last name</i> , <i>Barcode ID #</i> , and <i>mobile phone #</i> are correct.				
		4. 5.	If incorrect, update the incorrect information and click <continue>. If correct, contact the county listed on your summons for assistance.</continue>				
7	Update Mobile #	1.	Complete the steps to 'Unregister' with the old mobile phone #.				
		2.	Complete the steps to 'Register' with the new mobile phone #.				
F	For additional questions, please contact your local jury office at the phone number listed on your summons.						